

## **PS 3 Circulation of Library Materials**

A library card is a valuable resource. A library patron is responsible for all materials checked out on his or her library card, and if such materials are returned late, damaged, or lost, the patron is responsible for paying fines or replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card.

A patron must supply a library card or photo-identification in order to check-out materials. Because minors do not usually have access to photo identification, library staff will provide services to a minor for that minor patron's account, provided that minor patron can verify his or her name, address, and birth date.

### ***PS 3.1 Borrower Registration***

Persons, residing, owning property, working, or attending school in Ohio are eligible, with proper identification, to register for a Liberty Center Public Library card. However, this card reflects both authority given, and responsibility to receive, items of library inventory and significance, for transaction(s) from any Ohio library facility. In doing so, the patron must understand the implied conditions/requirements of the applicable facility from which the transaction had originated, conforming to the rules/regulations that particular lending institution administers. Adults, patrons age 18 or over, must present valid photo identification with the current, correct, mailing address. If the photo ID does not have the current mailing address, the patron may present a utility bill, bank mailing, or other business mail as proof of address.

A patron under age 18 may register for a library card, but must have the signature of his or her parent or guardian on the registration form, and, the parent or guardian must present the required identification as outlined above; the signature will satisfy the requirement for identification for the patron under age 18.

Temporary residents must provide both permanent and temporary or school addresses. Out-of-state students attending an institution or higher learning in Ohio must provide their permanent and their college addresses, as well as a student ID.

### ***PS 3.2 Lost, Stolen, or Damaged Cards***

A patron should report a lost or stolen library card to the library as soon as possible. The owner of a lost or stolen library card is responsible for all material checked out on that card up to the time that he or she reported to the library that it is lost or stolen. The patron may request a replacement for a lost or stolen card in person at the library. The first lost card will be replaced free-of-charge. All following replacements will cost \$1.00. Badly damaged cards will be replaced upon request.

### ***PS 3.3 Restrictions on Borrowing Privileges***

After a patron has been found to be delinquent and in arrears by the library or record, that patron will find their privileges revoked and removed from any future library systems and services until said fines/fees are received by the library. Delinquency is defined as (2) days beyond due date of the delinquent transaction on record.

Age-sensitive materials must adhere to age restrictions set forth by manufacturer's recommendations or industry-defined ratings.